

25X1

25X1 [] is engaged in preparation of a strategic plan for information system development. We envisage a central computer system in the future Headquarters [] linked to sub-systems in eight regional offices by secure data links in a star configuration. 25X1 The primary purpose of the system is to aid in the input, storage retrieval and collation of intelligence relevant to security, and in security checking of persons who may have access to classified information or who have applied for visas or citizenship.

2. Regional office sub-systems will mainly be used for the input and editing of intelligence reports and messages, the transmission of these to the central system, the retrieval of records from the central system, and the receipt of messages from Headquarters and other regions.

25X1 3. When the system is operating documents created within the [] will be captured on-line at time of creation. Intelligence reports will be partly structured, partly free text. The structured part will include important names, dates and places, a descriptor list and, for long documents, possibly an abstract. The structured part will be stored in a structured data base and managed by DBMS software. Within this database will be indexes to the full text documents. The latter will be stored in a separate text data base. Correspondence (outwards) and telexes will be classified according to document type, subject matter etc. Subject and name indexes to correspondence and telexes will be stored in the structured database.

4. The free text portion of reports, correspondence and telexes will be stored in a text database which may be accessed via indexes in the structured database or via a search of text.

5. Consideration is being given to a microform database indexed on the computer for documents which cannot easily be captured on-line such as inwards correspondence and news clippings.

6. The main subsystems or modules are therefore:

- a) Name searching and other identification aids;
- b) Database management including partial indexes to textual documents and microfiches;
- c) Text storage and retrieval;
- d) Text entry and editing;
- e) Inter-office electronic mail;
- f) Implementation of need-to-know principle.

7. Major applications are aid to:

- a) Security checking of individuals;
- b) Collation and assessment of intelligence relating to subversion, espionage and politically motivated violence;
- c) Movement analysis of Soviet officials.

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8. It would be helpful if the discussions could cover the following topics.

- a) What computers do you have? What applications do you use them for? What operating system(s) do you use?
- b) Do you use any of the following? Which? What has been your experience with each?
 - i) Text storage and retrieval software;
 - ii) Special purpose hardware for text search;
 - iii) Data base management software.
- c) Have you attempted to link or integrate DBMS with a text storage and retrieval system? With what result? For example, do you manage indexes to text files using a DBMS?
- d) If you store data or text relevant to security on-line, what kinds of query are most commonly made to the system to retrieve this information? For the kinds of query you most often make do you mostly access structured data or free text?
- e) Do you use any system for electronic mail within your organisation? Who supplied it? What is your experience with it?
- ILLEGIB
AWAC f) What has been your experience with word processing on-line and text creation and editing by intelligence officers and/or police officers?
- g) Have you integrated or attempted to integrate word processing, electronic mail, and on-line document - storage-and-retrieval? What is your experience so far?
- h) Do you provide intelligence officers or police officers with personal computing capability or the facility to create and store personal files? What has been your experience with this?
- IMS i) What name grouping or name searching packages do you use? Have you evaluated others? With what result?
- IMS j) Do you have a need to retrieve records by Chinese, Vietnamese or Arabic names? If so, does your name search work well for these?
- OC k) What data encryption techniques and devices do you use for
 - i) Data transmission;
 - ii) Data storage;
 What has been your experience with them? Do you plan to make any changes?
- ISG l) What techniques do you use for the management of selective access to computer-
 - i) files;
 - ii) folios;
 - iii) text paragraphs;
 - iv) paragraphs;
 - v) records;
 - vi) data items.

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- f) *Word Processing from user's point of view*
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- 1MS m) If you have a micrographics data base:-
- i) Is it indexed on your computer?
 - ii) How is security of the micrographics data base managed considering that a fiche can show up to several hundred frames.
- OC n) Are your workstations tempest standard or equivalent?
- 1SG o) Do you maintain a complete log of all attempts to access:
- i) The computer databases;
 - ii) The microform databases (if any);
 - iii) The paper data base.
- Do you analyse this log for unusual patterns of attempted access?
- 1SG p) What techniques do you employ for testing the security of your:
- i) Computer system?
 - ii) Micrographics system (if any)?
- q) What arrangements do you have to provide backup during loss of service? What arrangements do you have for recovery of service after a failure? Are these adequate?
- 1SG r) What protection do you have against theft or clandestine copying of portable storage media such as disks, tapes or microfiche? In particular, how are these controls applied to privileged out-of-hours workers such as engineers and programmers?
- 1MS s) What controls do you apply to ensure that documents are not modified or purged from files?
- 1SG t) Do you conduct independent vetting of vendor software (eg. operating system, DBMS, communications) to look for trapdoors?
- 1SG u) Is computer memory purged when not in use? - SPD?
- 1SG 1MS v) What techniques are employed to identify terminal users?
- 1SG 1MS w) Who inspects event logs and how frequently?
- 1SG x) Are repeated attempts by unauthorised persons to access data brought automatically and immediately to the security officer's attention?
- y) If history logs are in use, how are they protected?
- z) Is off-site storage of data employed? If so, how is it protected? 25X1
- OC AA) Is your communications network physically isolated from the public network? If so, how frequently are they used?

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OC BB) Are alternative data paths available in the communications network? If so, how frequently are they used?

JMS CC) If you use computer-output-microform (com.), what kind of equipment and what has been your experience?

JMS DD) If you have substituted a magnetic media/computer system for an earlier paper file system, what did you do with the old files? For example, did you convert them to magnetic media or do you manage the old paper files in parallel with the new computer system files?

JMS EE) How many persons do you have engaged in:

- i) Computer programming?
- ii) Computer operations?
- iii) Computer maintenance?
- iv) Computer systems administration?
- v) Other areas of information management?

FF) Do you do your own computer maintenance?

JMS GG) Did the introduction of a computer reduce or increase the number of people engaged in:

- i) Information management?
- ii) Any other areas of your organisation?

JMS HH) Do you consider your computer to be justified by:

- i) Cost savings?
- ii) More timely information?
- iii) More accurate information?
- iv) More complete information available?
- v) Better or easier collation of information?
- vi) Other reasons?

JMS II) Do you have a:

- i) Data administrator?
- ii) Data base administrator?
- iii) Data security officer?

To whom do these positions report and where are they in your organisation?

JJ) Do you store raw intelligence on computer files (eg. intercept reports and agent reports) or only assessed intelligence? If the latter, do you maintain an index on the computer to raw intelligence reports?

KK) What kinds of workstation do you use for:

- i) Word processing?
- ii) Micrographics retrieval and viewing?
- iii) Data base query and viewing?
- iv) Computer-stored text query and viewing?

LL) Do intelligence assessors use workstations for research? Do you find the stations or terminals suitable for browsing?

MM) Do you use lightpens, jostick controls (for scrolling) or other non-keyboard facilities for more effective operation of work stations?

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THIS NN) Would any of the software you have developed be available to us and under what conditions?

THIS OO) If you do not at present do or use any of the things mentioned above, do you plan to do so in future?

THIS - Name Trace

May 7 1300-1500 1D35
~~*May 6 0700-1100 1D35*~~



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1 SG - security

1 hour Local P.M.